



Planning & Development Department

FINAL PLATS

This packet can also be used for Re-Plats



SUBMITTAL FORMS INDEX

Planning & Development	
FINAL PLAT PROCESS	535
FINAL PLAT APPLICATION	531
FINAL PLAT SUPPLEMENTAL INFORMATION	532
PROPERTY OWNER AUTHORIZATION	504
FINAL PLAT APPLICATION CHECKLIST	534
FILING DEADLINES AND HEARING DATES	503
APN ASSIGNMENT – PRELIMINARY SUBDIVISION	539
BUILDING ACTIVITY APPLICATION	304
CONTACT SUPPLEMENTAL	3043
Drainage Review	
DRAINAGE INFORMATION	705
Transportation	
FINAL PLAT REQUIREMENTS	831



SUBDIVISIONS

A SUBDIVISION, is defined by A.R.S. §32-2101 as improved or unimproved land or lands divided or proposed to be divided for the purpose of sale or lease, whether immediate or future, into six or more lots, parcels or fractional interests. Subdivisions or subdivided lands include a stock cooperative and include lands divided or proposed to be divided as part of a common promotional plan.

This paragraph shall not apply to leasehold offerings of one (1) year or less, or to the division or proposed division of land located in the State of Arizona into lots or parcels each of which is, or will be, thirty-six (36) acres or more in area including to the centerline of dedicated roads or easements, if any, contiguous to the lot or parcel and provided further that this definition shall not be deemed to include the leasing of agricultural lands, or of apartments, offices, stores, hotels, motels, or similar space within an apartment building, industrial building or commercial building, except that condominiums as defined in Title 33, Chapter 9, shall be included in this definition, nor shall this definition include the subdivision into or development of parcels, plots or fractional portions within the boundaries of a cemetery which has been formed and approved pursuant to this chapter.

Any subdivision within the unincorporated area of Maricopa County must be approved by the Board of Supervisors prior to being recorded. Approval of subdivisions occurs in two (2) stages: Preliminary plat and final plat.

FINAL PLAT / INFRASTRUCTURE AND GRADING PERMIT PROCEDURES

After the preliminary plat is approved, the applicant must submit the final plat to the Planning and Development Department, which meets the requirements set forth by the Planning and Zoning Commission and is in substantial compliance with the approved preliminary plat. The applicant must also submit a building activity application and the three-part Environmental Services application for infrastructure and final grading permits. These plans will be referred to the Maricopa County Department of Transportation, Environmental Services, Drainage Review and the Flood Control District, as well as to the fire department that the site is serviced by, and any town or city within three miles of the site of the plat. These reviewing agencies may require additional information in order to review the final plat.

BOARD OF SUPERVISORS

When the above-mentioned agencies have approved the plat, infrastructure and grading plans, the plat will be scheduled for public hearing before the Board of Supervisors.

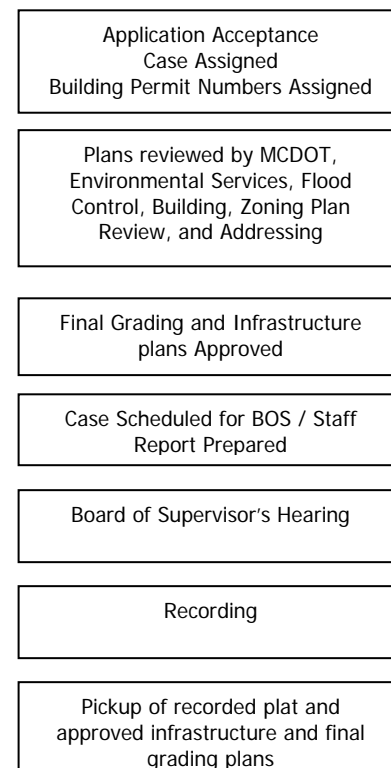
POST-BOARD OF SUPERVISORS ACTIVITY

After the Board of Supervisors approves and signs the final plat, it is transmitted by the Planning and Development Department to the County Recorder's Office. After recordation customers are contacted and informed that permits are ready for pick-up. Applicants will pay applicable fees and receive a recorded final subdivision plat mylar, an infrastructure permit and a final grading permit.

DEDICATIONS OR EXACTIONS

Any dedication or exaction that is a condition of approval of a rezoning or site plan approval shall be made in accordance with A.R.S §11-810 and §11-811.

FINAL PLAT PROJECT FLOW CHART





Planning & Development Department

PLAT APPLICATION



APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST:

Preliminary, Final or Re-Plat: _____
Project Name: _____
Description of Request: _____
Number of Lots: _____
Description of Subdivision: _____
Gross Density Per Dwelling Unit: _____
Existing Zoning District: _____
Requested Zone: _____
Related Case Number: _____

PROPERTY INFORMATION:

Address (if known): _____
General Location (include nearest city/town): _____
Gross Acres: _____ Net Acres: _____
Legal Description: Section: _____ Township: _____ Range: _____
Assessor's Parcel Number: _____
Subdivision Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone #: _____ FAX #: _____
Email Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone #: _____ FAX #: _____
Email Address: _____

Applicant's Signature: _____ Date: _____

DEPARTMENT USE ONLY:

Case #: _____ Zoning Map#: _____ Supervisor District: _____
Date of Submittal: _____ TAC Date: _____
Fees: _____ Accepted By: _____



Planning & Development
Department
PLAT
SUPPLEMENTAL INFORMATION



Subdivision Name (Unit #):

Certification of Submittal to Cities/Towns within Three Miles of Subdivision Location

Preliminary/Final Plat Submitted to (Name of City/Town(s):

By (print name of subdivider/representative):

Signature:

Date:

Land Use Statistics:

Gross Size in Acres:

Square Feet:

Net Size in Acres:

(exclude perimeter ROW)

Square Feet:

Category	Area (Acres)	# of Lots/Tracts	Zoning Classifications
Single Family			
Two Family			
Multi Family			
Commercial			
Light Industrial			
Parks/Playgrounds			
Open/Semi-public			
Streets			
Alleys			
Other			
Totals			
Lot Area	Min.	Max.	Avg.
Lot Width	Min.	Max.	Avg.

Lineal Feet of Streets (Alleys):

Service Providers

Water:

Sewer:

Electric

Located in Vicinity of a Public Airport?

Other Comments:

Staff Use Only:

Subdivision Case #:

P&Z/BOS Hearing Date:

Date of Recording:

Book:

Page:



Planning & Development
Department

PROPERTY OWNER AUTHORIZATION



COMPLETE THIS FORM IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: _____ ,

address _____ , to

file this application and to act on my behalf in regard to this request.

Property Owner's Signature: _____

Printed Name: _____

DEPARTMENT USE ONLY

Case Number: _____

Project Name: _____



Planning & Development Department

FINAL/PLAT INFRASTRUCTURE AND GRADING APPLICATION CHECKLIST



Applications submitted to the Maricopa County Planning & Development Department shall include all of the exhibits and information listed in this checklist. This information is required by the Maricopa County Subdivision Regulations and Administrative Guidelines and/or department staff to adequately review the proposal. **Applications will not be accepted for processing until the following information has been provided.**

1. APPLICATION:

- ☐ A. Completed and signed application and supplemental questionnaire, building activity application, contact supplemental sheet, and (includes verification of submittal to cities within three miles of plat) **(15 copies)**.
- ☐ B. Letter addressed to Board of Supervisors with the following information: **(15 copies)**.
 - ☐ i. Request for approval
 - ☐ ii. Name and address of Subdivider
 - ☐ iii. Party responsible for preparing plat
 - ☐ iv. Verification of final plat submittal to cities within three miles of plat
- ☐ C. Copy of Certificate of 100 – Year Assured Water Supply from Arizona Department of Water resources **(15 copies – optional with application)**.
- ☐ D. Recorded official deed / Proof of ownership **(15 copies)**

2. NARRATIVE REPORT: (Brief explanation of the project. **(15 copies)** – 8½" x 11" paper. Underlined wording indicates a section heading.)

- ☐ A. Title Page – include project name, general location, and vicinity map
- ☐ B. Purpose of Request
- ☐ C. Description of Proposal
- ☐ D. Relationship to Surrounding Properties
- ☐ E. Location and Accessibility
- ☐ F. Circulation System (on & off-site) – include proposed improvements or dedications
- ☐ G. Development Schedule (phasing)
- ☐ H. Community Facilities and Services (school district, parks, amenities, etc.)
- ☐ I. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)

Other information that will be helpful in evaluating the request:

- Architectural renderings and themes (descriptions)
- Landscaping renderings and themes (descriptions)
- Sign details and descriptions
- Screening wall/fence details

3. PLAT INFORMATION: Plat must be to scale (Engineer's Scale). **Provide 15 folded copies** of large-scale plans (not to exceed 24" x 36" in size), and **15 copies** of an 8 ½" x 11" reduction of each page must be submitted with the following information:

- ☐ A. Date of plat and subsequent revision dates
- ☐ B. Vicinity map with location of plat
- ☐ C. Location and description of cardinal points to which all dimensions, angles, bearings, and similar data shall be referenced
- ☐ D. Boundary of parcel(s) to be subdivided fully balanced and closed
- ☐ E. Excepted parcels accurately described by bearings and distances
- ☐ F. North arrow and scale (written and graphic)
- ☐ G. Identification of Plat by name, location, legal description, zoning district, and case number



**Planning & Development
Department
FINAL/PLAT INFRASTRUCTURE AND
GRADING APPLICATION CHECKLIST**



- ____ H. Name, address, phone and fax numbers of the property owner, developer/sub divider, Engineer/Surveyor, etc.
- ____ I. Name, registration number, and seal of registered professional civil engineer or registered land surveyor preparing the plat
- ____ J. Certification by registered professional land surveyor of plat accuracy
- ____ K. Table containing each lot, tract/parcel by number, width, area and use (tracts only). If on separate sheet, must be sealed and signed by preparer of plat; identify by footnote all changes made from preliminary plat
- ____ L. Street names and right-of-way dimensions
- ____ M. Acknowledgment of dedications of all streets and alleys for public use
- ____ N. Note stating that all private streets and tracts will be maintained and by whom
- ____ O. Sight-distance triangles at street corners
- ____ P. Typical lot layout for interior and street-side lots
- ____ Q. Statement that the Final Plat is in substantial compliance with the approved Preliminary Plat
- ____ R. Identification of all lots reserved for schools or fire stations
- ____ S. Identification of all drainage way, retention/detention facilities, and drainage easements and tracts
- ____ T. Boundaries of any floodplain
- ____ U. Statement that "All outdoor lighting will conform to the provisions of Section 1112 of the Maricopa County Zoning Ordinance".
- ____ V. Name, book, and page number of adjacent recorded subdivisions, with location of existing adjacent lots, easements, and rights-of-way. Provide note "unsubdivided" where appropriate.
- ____ W. Identification of the method of fire protection
- ____ X. Assurance statements regarding the following:
 - ____ i. Pavement and improvement of roads
 - ____ ii. Utility services
 - ____ iii. 100-year assured water supply
- ____ Y. Space for certifications (signatures) from the following Maricopa County agencies:
 - ____ i. Maricopa County Transportation Engineer or Director of Planning and Development Department
 - ____ ii. Maricopa County Assessor
 - ____ iii. Maricopa County Treasurer
- ____ Z. Space for approval by the Board of Supervisors under the signature of the Chairman of the Board, and attested to by the Clerk of the Board
- ____ AA. If applicable – Identification of a condominium and its characteristics
- ____ BB. If applicable – Identification of R.U.P.D. table with the following minimum information:
 - ____ i. Average, minimum, and maximum lot size
 - ____ ii. Average area per dwelling
 - ____ iii. Lot width (minimum)
 - ____ iv. Log coverage (maximum)
 - ____ v. Setbacks (minimum)
 - ____ vi. Building height (maximum)

4. DRAINAGE REPORT (5 copies)

5. INFRASTRUCTURE: Provide **12 sets** of improvement plans; for example, wet and dry utilities, grading and drainage, retaining walls, curb and gutter, paving and storm drain plans. A written explanation why this item is not required will be accepted in lieu of improvement plans.



Planning & Development
Department
**FINAL/PLAT INFRASTRUCTURE AND
GRADING APPLICATION CHECKLIST**



6. AMENITIES: Provide a **one (1) copy** of an amenity package (narrative and exhibits), including but not limited to landscaping, recreational facilities, community facilities, signage and monumentation, etc. with the final plat for review and approval by the Planning and Zoning Division prior to Final Plat approval. A written explanation why this item is not required will be accepted in lieu of the amenity package. Landscape construction permits may only be submitted after final plat approval and recordation.

7. FEES

_____ A.	Final Plat (\$5/lot, tract or parcel) (\$250 min and \$1,000 max)-	\$ _____
_____ B.	Addressing at Final Plat: \$5 per lot, tract and parcel	\$ _____
_____ C.	MCDOT fee: \$100	\$ _____
_____ D.	Waiver of Standard: \$500 min and \$5,000 max	\$ _____
_____ E.	Environmental Services Fee (Call Environmental Services)	\$ _____
_____ F.	Flood Control Fees (Contact Flood Control District)	\$ _____

NOTE: Other non-County agencies, such as Rural Metro Fire Department, may also have review fees.
You may contact Rural Metro at (480) 627-6227.

NOTE: Infrastructure and grading permit fees are due after plat recordation.

8. MARICOPA COUNTY AGENCY CONTACTS

Planning and Development (Planning and Zoning): (602) 506-1472
Planning and Development (Plan Review Division): (602) 506-7147
Transportation: (602) 506-8600
Environmental Services: (602) 506-6666
Drainage Review: (602) 506-7149
Flood Control: (602) 506-1501
Rural/Metro Fire Department: (480) 627-6227



Planning & Development Department 2006 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)		PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
Application deadlines. TAC meetings are scheduled as cases are submitted and processed. Submittal of an application on or prior to the deadline does not guarantee a spot for the noted TAC meeting.	TAC meetings. After a TAC meeting, corrections and revisions must be resubmitted through One Stop Shop (OSS), typically for a three (3) week review period.	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow review/sign off. Projects <u>WILL NOT be scheduled for a P&Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Notification and Photographs to the planner. Failure to meet this deadline will likely result in not scheduling a case for a P&Z hearing. <u>Note: not applicable to some applications.</u>	P&Z meeting/hearing dates. Dates in bold indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) where no cases are heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Owner & MCDOT signed final plat mylars (3 sets) must be received by the planner at least three (3) weeks prior to a BOS date.</u> <u>Note: the planner will obtain Assessor/Treasurer signatures.</u>
Application deadlines	TAC meetings	County Agency sign off deadlines	Affidavit of Notification and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 5, 2005	January 3, 2006	November 7, 2005	November 22, 2005	December 8, 2005	January 4, 2006
December 19, 2005	January 17, 2006	November 21, 2005	N/A	December 22, 2005	January 18, 2006
January 9, 2006	February 7, 2006	December 5, 2005	December 9, 2005	January 5, 2006	February 1, 2006
January 23, 2006	February 21, 2006	December 19, 2005	December 23, 2005	January 19, 2006	February 15, 2006
February 6, 2006	March 7, 2006	December 30, 2005	January 6, 2006	February 2, 2006	March 1, 2006
February 17, 2006	March 21, 2006	January 13, 2006	N/A	February 16, 2006	March 15, 2006
March 6, 2006	April 4, 2006	January 30, 2006	February 3, 2006	March 2, 2006	April 5, 2006
March 20, 2006	April 18, 2006	February 13, 2006	February 17, 2006	March 16, 2006	April 19, 2006
April 3, 2006	May 2, 2006	March 6, 2006	March 10, 2006	April 6, 2006	May 3, 2006
April 17, 2006	May 16, 2006	March 20, 2006	N/A	April 20, 2006	May 17, 2006
May 8, 2006	June 6, 2006	April 3, 2006	April 7, 2006	May 4, 2006	June 7, 2006
May 22, 2006	June 20, 2006	April 17, 2006	April 21, 2006	May 18, 2006	June 21, 2006
June 19, 2006	July 18, 2006	May 8, 2006	May 12, 2006	June 8, 2006	July 12, 2006
July 3, 2006	August 1, 2006	May 22, 2006	N/A	June 22, 2006	July 26, 2006
July 17, 2006	August 15, 2006	June 5, 2006	June 9, 2006	July 13, 2006	August 16, 2006
August 7, 2006	September 5, 2006	June 19, 2006	June 23, 2006	July 27, 2006	September 6, 2006
August 21, 2006	September 19, 2006	July 3, 2006	July 7, 2006	August 3, 2006	September 6, 2006
September 1, 2006	October 3, 2006	July 17, 2006	N/A	August 17, 2006	September 20, 2006
September 18, 2006	October 17, 2006	August 7, 2006	August 11, 2006	September 7, 2006	October 4, 2006
October 6, 2006	November 7, 2006	August 21, 2006	August 25, 2006	September 21, 2006	October 18, 2006
October 23, 2006	November 21, 2006	September 1, 2006	September 8, 2006	October 5, 2006	November 1, 2006
November 6, 2006	December 5, 2006	September 18, 2006	N/A	October 19, 2006	November 15, 2006
November 20, 2006	December 19, 2006	October 2, 2006	October 6, 2006	November 2, 2006	December 6, 2006
December 4, 2006	January 2, 2007	October 16, 2006	October 20, 2006	November 16, 2006	December 20, 2006
December 18, 2006	January 16, 2007	November 6, 2006	November 9, 2006	December 7, 2006	January 3, 2007 (tentative)
January 8, 2007	February 6, 2007	November 20, 2006	N/A	December 21, 2006	January 17, 2007 (tentative)

KEITH RUSSELL
ASSESSOR



OFFICE OF THE
MARICOPA COUNTY
ASSESSOR

SUBDIVISIONS
Accelerated Assessor Parcel Numbers
Submittal Requirements and Guidelines
November 2004

REQUIREMENTS

- Requests for Accelerated Parcel Numbers may be submitted by the Developer, or their duly appointed representative, using the REQUEST for ACCELERATED PARCEL NUMBERS for SUBDIVISION PLATS form. *The cities do not request this service for the development community.* The request and required materials must be received within ten (10) business days from date of recordation to be considered for this process.

Any Developer who frequently amends or changes recorded plats within three months from recordation may be excluded from this service.

- Request MUST contain:
 - Completed one copy REQUEST for ACCELERATED PARCEL NUMBERS for SUBDIVISIONS form.
 - One (1) Copy of the recorded plat (18" X 24", preferably folded) indicating the Maricopa County Recorder's official stamp with:
 - MCR Number (MCR – Book and Page No. (i.e. 625-34))
 - Date recorded
 - Per Fee Number (i.e. 2004-0111222)
 - Digital Plat – MUST CONTAIN and CONFORM TO the following:
 - A composite drawing of the recorded plat. NO PRELIMINARY DRAWINGS or As-Builts
 - Labeled or titled with the recorded plat name and MCR number
 - Must be in one of the following CAD formats (.DGN, .DWG or .DXF)
 - Drawing must be in model space environment ONLY. NO PAPER SPACE POSITIONING
 - Externally referenced files must be submitted with master file in model space environment
 - Complete composite drawing on one (1) sheet. No unmatched sheet files
 - Drawn in accordance to Maricopa County Assessor's Office CAD Leveling and Content Standards for Accelerated Parcel Numbers (see attached)
 - Subdivision Boundaries
 - Subdivision Boundaries Bearings and Distance Annotation
 - Parcel and Tract lines with Annotation
 - Parcel Bearing and Distance Annotation
 - Lot and Tract Number Annotation
 - Street Center lines
 - Right-of-Way
 - Street Dimensions and Bearing and Distance Annotation
 - Street Name Annotation
 - Reference tie to known Section point
 - All Text MUST be read right – no upside down text

- The CAD file may be e-mailed to MAPPING@MARICOPA.GOV, however, it must be received prior to the receipt of the other required materials.
 - For Development Master Plan projects, all Maps of Dedication (MOD) MUST be recorded and submitted fourteen (14) business days prior to submittal of any subdivision plat for that project. For projects that contain multiple subdivision plats, the first three (3) plats will be processed within five (5) business days. The next three (3) plats will be processed within ten (10) business days. The next three (3) plats will be processed within fifteen (15) business days, and so on.
 - Copy of the recorded Covenants, Conditions and Restrictions (CCR's) (for Condos only).
 - Any deed recorded within the previous twelve (12) months, including road dedications or abandonments, and title transfers, associated with the parcel from which the plat is subdividing land shall be submitted. *It is the responsibility of the applicant to ensure that the Assessor's Office has the proper documents to match ownership between the parcel and plat.*
- The above referenced materials may be delivered to:

Maricopa County Assessor's Office
 301 W. Jefferson Street
Customer Service Counter-Main Lobby
 Phoenix, AZ 85003
 ATTN: Accelerated APN Request

- Should any discrepancies arise during the processing of the plat due to missing or incorrect information, or ownership – legal description problems, it will be removed from the Accelerated Parcel Numbering process and processed as a regular subdivision. This includes the digital plat. Please note: *Assessor Parcel Numbers (APNs) can not be assigned to any parcels until all ownership or dedication problems are resolved. A member of the Assessor's staff will contact the requestor and inform them of the problem.*

THERE WILL BE NO EXCEPTIONS REGARDING PROBLEMATIC PLATS.

- The Assessor's Office will assign and provide Assessor Parcel Numbers (APNs) within five (5) business days, beginning the day after receipt of the required information and data. After assignment, the APNs will be E-Mailed to the address on the request form. *The requestor should make a copy of the mail containing the APNs and submit to the permitting entity as proof of the new parcel numbers.* The APNs will also be available on the Assessor's internet site in approximately 30-60 days at: <http://www.maricopa.gov/Assessor/NewParcel/Default.aspx>.
- The cities (only) may continue to access the APNs from the Assessor's FTP site, however, those will not be available for approximately 30-60 days.
- Should any changes or revisions to the parcel numbering be made by the Assessor's Office during the mapping or Quality Assurance processes, the Assessor's Office will contact the developer directly.

Maricopa County Assessor's Office
Accelerated Parcel Numbers Submittal
Required CAD Level Standards

Level No.	Level Name	Level Description	Line Weight	Line Code	Line Color
Subdivision Boundaries					
2	C-BND-SUB-DIM	Sub Boundary Bearing and Distance Annotation	1	0	73
4	C-BND-SUB-MON	Subdivision Boundary Monuments (SUB CORNER MARKERS)			
Section Lines					
6	C-SEC-LINE	Section Lines	2	7	199
7	C-SEC-COR-MON-CEL	Section Line Monuments			
8	C-SEC-COR-TXT	Section Line and Corner Info	1	0	5
Parcels					
10	C-PL-BND	Property Lines (Parcel Boundaries) (NON BOUNDARY)	2	0	3
11	C-PL-BND-SUB	Subdivision boundary line	5	6	162
12	C-PL-COND	Condo Enhancement Lines & Text	0	0	20
12	C-PL-COND-RW	Condo Enhancement Right of Way Lines	2	0	11
14	C-PL-DIM	Property Line Bearings, Distances & Curve Dimensions	1	0	2
15	C-PL-LOT-NUM	Lot Numbers & Tracts	2	0	0
17	C-PL-AC	Lot & Tract Acreage – sq. ft.	1	0	4
19	C-PL-PROP-SPLIT	Property Split Lines	2	3	3
Street and Freeway Right Of Way					
22	C-RW	Street & Freeway Right of Way Lines	2	0	11
23	C-RW-CL	Street & Freeway Centerlines	2	7	5
24	C-RW-CL-DIM	Centerline Bearings, Curves & Dimensions, Right of Way Width	1	0	62
25	C-RW-CL-MON	Centerline Monuments			
26	C-RW-NMS	Street and Freeway Names	2	0	2
Canal & Railroad R/W – If and when applicable					
28A	C-RW-CAN-RR	Canal Right-of-Way	2	0	4
28B	C-RW-CAN-RR	Railroad Right-of-Way	2	0	7
29	C-RW-CAN-RR-DIM	Distance & Curve Dimensions, Right of Way Width	1	0	62
30A	C-RW-CAN-RR-CL	Canal Centerlines	2	7	4
30B	C-RW-CAN-RR-CL	Railroad Centerlines	2	7	7
Easement – opt.					
36	C-EASE	Easement Lines	1	5	142
37	C-EASE-DIM	Easement Dimensions, Annotation & Widths	1	0	142
38	C-EASE-INGRESS	Ingress/Egress Lines/ Non Dedicated Right of Way	1	5	142
39	C-PL-GLO-LOT	GLO Lot Lines & Text	2	2	6

Check Off Sheet

- ☐ Is each group of elements located on the corresponding layer (level)?

All items listed in the above table must be on individual and separate layers. No line work and text on the same layer.

Examples: Level 10 – CONTAINS LINE WORK FOR LOT/PARCEL BOUNDARIES

Level 14 – CONTAINS LOT/PARCEL LINE DISTANCE & BEARING ANNOTATION

- ☐ Is the file oriented correctly (North defined by y-axis or 90 degree angle)?
- ☐ Are the bearings and dimension annotation, lot and/or unit numbers, etc., oriented properly? (meaning no text upside down and all text is read-right)
- ☐ Is the file missing any pertinent information due to missing or corrupt x-ref's?
- ☐ Is the electronic file identical to the recorded final plat? (No Preliminary or "As-Built")
- ☐ Is a MOD involved and has it been submitted prior to the Subdivisions? (for Master Plans)
- ☐ Is the subdivision tied to a known section corner or control point?
- ☐ Is the file named or does the e-mail (or disk) specify a Subdivision Name and MCR number?
- ☐ Are subdivision corners intersecting and closing properly (to obtain accurate measurements)?
- ☐ Are all lots and tracts intersecting and closing properly (to obtain accurate measurements)?



ACCELERATED PARCEL NUMBERS for SUBDIVISION PLATS
REQUEST FORM

After recordation of the subdivision plat, the developer is responsible for delivery of this completed form and required documents to:

Maricopa County Assessor's Office – GIS Dept.
ATTN: Accelerated APN Request
301 W. Jefferson St, Customer Service Counter
Phoenix, AZ 85003
Fax: (602) 506-3394
E-Mail: mapping@mail.maricopa.gov

Please note: Should any of the required data be missing, or a problem arise regarding ownership or legal descriptions, this request will be removed from the accelerated process.

Date: _____

Developer Name: _____

Contact Name: _____

Phone: _____

FAX: _____

E-Mail: _____

Engineer Firm: _____

Engineer Contact: _____

Phone: _____

FAX: _____

E-Mail: _____

SUBDIVISION NAME: _____

Located within city (or County): _____

Please indicate data submitted:
One (1) Copy of Recorded Plat
Digital CAD Plat (CD or e-mail) Copy
of CCR's (for Condos Only) Copy of
Owner Changes. (Deeds)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Digital copies of the plat may be e-mailed to:
Mapping@mail.maricopa.gov

Recordation Date: _____

MCR No. (Book & Page): _____

Deed (Per Fee) No: _____

301 West Jefferson, Suite 330 · Phoenix, AZ 85003-2196 · (602) 506-3877 · Fax 506-3394 · TDD 506-2348

ASSESSOR'S RESPONSIBILITY

IT IS THE RESPONSIBILITY OF THE ASSESSOR TO LOCATE, IDENTIFY, AND APPRAISE AT CURRENT MARKET VALUE, LOCALLY ASSESSABLE PROPERTY SUBJECT TO AD VALOREM TAXES AND TO PROCESS EXCEPTIONS SPECIFIED BY LAW. THE ASSESSOR HAS NO JURISDICTION OR RESPONSIBILITY FOR AREA BUDGETS, TAX RATES, OR AMOUNTS OF TAXES PAID. THESE MATTERS ARE HANDLED BY THE VARIOUS AGENCIES PERFORMING THE SERVICES SUPPORTED BY PROPERTY TAXES, SUCH AS THE COUNTY GOVERNMENT, CITY GOVERNMENTS, SCHOOL DISTRICTS, AND OTHER TAXING DISTRICTS.



**Planning & Development
Department
BUILDING ACTIVITY APPLICATION**



CURRENT ASSESSOR'S PARCEL NUMBER:	- -	CONSTRUCTION SITE ADDRESS:		
	(Department use only)		Number- Fraction-Direction- Street Name Suffix	
GO TO PERMIT NUMBER:			City	State Zip Code
MAJOR CROSS STREETS:				
PROPERTY OWNER INFORMATION			GENERAL INFORMATION	
Last Name:			Subdivision:	
First Name:			Mobile Home Park Name:	
Mailing Address:			Lot #:	Block #: Space #:
City:			Tract #:	
State: Zip Code:			Lot Sq. Ft.:	
Country If Other Than U.S.:			Valuation of Project:	
Day Phone: ()			WORK DESCRIPTION	
Alternative Phone: ()				
Fax Number: ()				
Email:				
DIRECTIONS TO JOB SITE				
			Related case # (if applicable):	
			UTILITIES TO PROPERTY	
			Electric Co. Water Co.	
			Gas Co. Sewer Co.	
			Fire District.	
COMMERCIAL			MINOR BUILDING PERMIT	
NEW : <input type="checkbox"/>	ADDITION: <input type="checkbox"/>		A/C UNIT: <input type="checkbox"/>	
TENANT IMPROVEMENT: <input type="checkbox"/>			ELECTRICAL: <input type="checkbox"/>	
Business Name:			AMPS:	
Signs: <input type="checkbox"/>	Type:	Sign Area:	GAS LINE: <input type="checkbox"/>	
RESIDENTIAL			OTHER: <input type="checkbox"/>	
NEW: <input type="checkbox"/>	ADDITION: <input type="checkbox"/>		Specify:	
Standard Plan No:			GRADING PERMIT:	
Option No:			GRADING PERMIT: <input type="checkbox"/>	
REMODEL (Interior work only): <input type="checkbox"/>				
ACCESSORY BUILDING: <input type="checkbox"/>			MOBILE HOME/MOVE-ON PERMIT	
Type:			MOBILE HOME: <input type="checkbox"/>	
POOL: <input type="checkbox"/>			MULTI-SECTIONAL: <input type="checkbox"/>	
Standard Plan No: Option No: Lin Ft:			MANUFACTURED HOME: <input type="checkbox"/>	
FENCE: <input type="checkbox"/>	POOL BARRIER <input type="checkbox"/>		Year of MH:	
Fence type:	Height:	Lin Ft:	MOVE-ON : <input type="checkbox"/>	
COMPLIANCE INSPECTION				
Type: <input type="checkbox"/>				
<p>The owner or authorized agent for the owner of the subject lot or parcel guarantees access to Maricopa County personnel and appropriate emergency service providers for the purpose of building inspections, zoning enforcement and the provision of emergency services. I agree to abide by all of the development laws of Maricopa County. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand that the filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant ARS section 13-2704 and is a class 2 misdemeanor.</p>				
Owner/Builder will do the work themselves, with their own employees, for owner's use and not for sale or rental within one year of completion.			YES <input type="checkbox"/>	NO <input type="checkbox"/>
I certify that the building(s) included on the attached site plan do not have wastewater plumbing, that no part of the building(s) or vehicle access is within 10' of the septic system, and that no part of the proposed construction will negatively impact the septic system.			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is your driveway tying into a Maricopa County right-of-way?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Owner/Applicant is claiming another exemption under ARS, Section 32-1121.A. A signed statement from the Registrar of Contractors verifying exemption must be attached.			YES <input type="checkbox"/>	NO <input type="checkbox"/>
OWNER / AGENT / CONTRACTOR'S SIGNATURE: (Circle One)			DATE:	



Planning & Development
Department
CONTACT SUPPLEMENTAL



Complete applicable sections below.

TRACKING NUMBER:

LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2 by providing information below.

LICENSE NUMBER AND CLASS:	NUMBER	CLASS	TRUST ACCOUNT NUMBER:	
TYPE OF LICENSE: Check one:	Architect <input type="checkbox"/>	Contractor <input type="checkbox"/>	Developer <input type="checkbox"/>	Engineer <input type="checkbox"/>
COMPANY NAME:				
STREET ADDRESS:				
CITY/STATE/ZIP:				
MAILING ADDRESS: (If different from above)				
CITY/STATE/ZIP:				
CONTACT PERSON 1:		TITLE:		
PHONE NUMBER: ()		ALTERNATE PHONE: ()		
CONTACT PERSON 2:		TITLE:		
PHONE NUMBER: ()		ALTERNATE PHONE: ()		
FAX NUMBER: ()		E-MAIL:		

AGENT/CONTACT INFORMATION

BUSINESS NAME:	
ADDRESS:	
CONTACT PERSON 1:	TITLE:
PHONE NUMBER: ()	ALTERNATE PHONE: ()
CONTACT PERSON 2:	
PHONE NUMBER: ()	ALTERNATE PHONE: ()
FAX NUMBER: ()	E-MAIL:



Planning & Development Department

DRAINAGE REVIEW REQUIREMENTS FOR FINAL PLAT



A final drainage report in conjunction with grading, drainage and paving plans will need to be submitted with the final plat. The final drainage report needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and to include the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the developed site. Determine the volume needed and the size and location of basins.
4. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street damage.
5. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, finished floors and street details.
6. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.
7. **Topography** – Need to show natural and proposed contour elevations or spot elevations.
8. **Layout** – Need to show drainage tracts, easements, building envelopes, and typical lot drainage.
9. **Access** – Need to show a 100-year all weather access route throughout the subdivision.
10. **Dry Wells** – If applicable, need to submit a copy of the dry well registrations before issuance of a permit.
11. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for a Floodplain Use Permit. Delineate all floodplains (non-FEMA) of 50 cfs or greater. All Floodplain delineations must be shown on the preliminary plat.
12. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.
13. **Fill out the following Table:**

Miles/Acres of Protected Natural Watercourse ¹		
Miles of Improved Watercourse or Storm Drain ²		
Acres of Retention or Detention Areas ³		

¹ Miles/Acres of watercourse that is preserved in a natural state by drainage tract, drainage easement, or building setbacks.

² Miles of watercourse that is altered by bank stabilization, channelization, storm drain installation, or grading. Curb and gutter does not qualify as watercourse.

³ Acres of Retention/Detention to be constructed as drainage infrastructure.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

NO FEE: (included in preliminary plat fee.)



DEPARTMENT OF TRANSPORTATION

FINAL PLAT REQUIREMENTS



Subdivision Name:		File No.:
Engineer:		Date Received:
1.	Name, location by section, township, range, and county.	
2.	Name, registration number, and seal of engineer responsible for plat.	
3.	Scale (written and graphic), North point and date prepared.	
4.	Location and description of cardinal points; each of two corners shall be tied to separate section or quarter section corners.	
5.	Excepted parcels within boundary accurately described.	
6.	Corners noted and monuments found of set indicated; excluded tracts indicated.	
7.	Name, centerline, right-of-way lines, course, lengths and widths of all public streets, alleys, crosswalks and utility easements; radii, points of tangency and central angles of all curvilinear streets and alleys and radii of rounded street intersections.	
8.	All drainage-ways indicated.	
9.	Location, width and use of utility easements.	
10.	Location and dimensions of all lots.	
11.	All lots numbered consecutively, excepted tracts named and dimensioned.	
12.	Accurate outline of property dedicated for public or common use.	
13.	Name, book and page number of adjacent subdivisions or noted "Unsubdivided".	
14.	Cost estimate for infrastructure improvements.	
15.	Scale not more than 100 feet to inch. Index sheet with small-scale map.	
16.	Statement of dedication of all streets; signatures must be witnessed; easements provided for purposes indicated.	
17.	Acknowledgement of dedications.	
18.	Certification by registered professional, engineer or land surveyor.	
19.	Space for approval by Board and signature of Chairman attested by Clerk.	
20.	Minimum building setback lines located and dimensioned.	
21.	Statement of method for providing completion of improvements.	